

PROOF OF WEBINAR ATTENDANCE PROCEDURE ("PRINT SCRn" BUTTON)

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If the webinar you are attending does not offer a certificate, then you can use the "Print Scrn" button. Every webinar either has Power Point slides or other documents that are shared as the speaker lectures or explains the selected topic. So how can you prove you have experienced the entire presentation? This is done easily by utilizing the "Print Scrn" button (to print what is on the computer screen) located just to the right of the "F12" button on a standard PC computer keyboard. Choose a slide that contains the name of the webinar, the presenter, and the date.

What is "Print Scrn"?

Often referred to as a **screen shot**, the "Print Scrn" button can be used to provide evidence that a computer user is actually at their computer in real time. This is why it can be used to verify that you have completed a webinar presentation. It "captures" or "shoots" an image of exactly what is on your computer screen in the precise moment that you press the button.

Where does the image go?

Upon pressing "Print Scrn" ***you will not notice anything different*** on your computer monitor (screen). However, something has occurred. The image immediately is stored on your memory in the "clip board."

How can I access the "clip board?"

There are several methods of retrieving your clip board image or data. For the purposes of documenting a TDMHSAS approved webinar, do the following:

- 1) After pressing "print scrn" open up a new Microsoft Word document.
- 2) Retrieve the clip board image by either right clicking and clicking on paste, or hold down the "ctrl" button and pressing the letter "v" at the same time.
- 3) Save the image or images with a file name. Preferably the name and date of the webinar with your name included.

Signatures

Print the screen shot, sign your name anywhere on the page, and ask your supervisor to sign also.

Then you can include the signed screen shot as documentation of that webinar when you submit your renewal application.

Questions? Please Call

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